



Minutes of Herefordshire Safeguarding Children Board

**Monday 9 October, 9.00am to 1.00pm
Plough Lane, Hereford**

Present:		
Sally Halls	SH	Independent Chair, Herefordshire Safeguarding Children Board
Chris Baird	CB	Interim Director of Children's Wellbeing Services, Herefordshire Council (arrived 9.15am)
Alison Curson	AC	Deputy Director of Nursing, 2gether NHS Foundation Trust
Dr Sally Stucke	SS	Designated Doctor, NHS Herefordshire CCG
Lynne Renton	LR	Acting Director of Nursing, NHS Herefordshire CCG
Adam Scott	AS	Assistant Director, Safeguarding and Family Support, Herefordshire Council (arrived 9.15am)
Councillor J Lester	JL	Lead Member, Children's Wellbeing (participant observer)
Emma Shearer	ES	Headteacher, Riverside Primary School, primary schools representative
David Cookson	DC	Deputy Head of Service, National Probation Service
Hazel French	HF	Named Nurse Safeguarding Children, Wye Valley NHS Trust representing Lucy Flanagan (arrived 10.00am)
Sue Thomas	ST	Superintendent, Local Policing Commander for Herefordshire, West Mercia Police
Tim Knapp	TK	Headteacher, Whitecross School, secondary schools representative (arrived 9.15am)
Sue Coleman	SC	Chief Executive, West Mercia Women's Aid (arrived 9.30am)
George Branch	GB	Assistant Chief Officer, Warwickshire & West Mercia CRC
Margo Evans	ME	Manager, Oaks Ltd Childrens Centre - early years representative (arrived 9.30am)
In attendance:		
Bill Joyce	BJ	Interim Manager, Safeguarding Boards Business Unit
Ed Hughes	EH	Business Support Coordinator, Safeguarding Boards Business Unit
Dawn Hodson	DH	NSPCC (attended for item)
Apologies:		
Carly Manning	CM	Safeguarding Manager, West Mercia Ambulance Service
Jocelyn Anderson	JA	Chief Executive Officer, WMRSASC representing HVOSS
Sian Bailey	SB	Headteacher, Blackmarston School - Special Schools representative
Heidi Henderson	HH	Service Manager, CAF/CASS
Rebecca Hudson	RH	Practice Supervisor, CAF/CASS, representing Heidi Henderson
Lucy Flanagan	LF	Director of Nursing, Wye Valley NHS Trust
Debra Baldwin	DB	Director of Personnel and Senior Designated Safeguarding Person, Herefordshire and Ludlow College - FE Colleges representative
Lisa Beavan	LB	Learning & Development Officer, Safeguarding Boards Business Unit
Keith Barham	KB	Deputy Head of Service, West Mercia Youth Justice Service

1.	Introduction	
	<p>The Chair welcomed all to the meeting and introductions were made. It was noted that Richard Hibbs, HSCB lay member had tendered his resignation and will therefore no longer be attending HSCB. The Chair on behalf of the Board thanked him for his contribution to safeguarding in Herefordshire over the last few years and confirmed that she had written to him formally as well.</p>	
2.	Minutes of last meeting, matters arising and action log	
	<p><u>Minutes of the last meeting</u></p> <p>The minutes of the last meeting on 10.07.17 were approved as an accurate record.</p> <p><u>Matters arising from the minutes</u></p> <p>The following paragraph was included in the minutes of the last meeting (Section 3, Page 3):</p> <p><i>It was noted that a new perpetrator programme is being developed after a successful funding bid to the Police & Crime Commissioner OPCC. The PCC is keen to commission a service of this type. The National Probation Service (NPS) and Community Rehabilitation Company (CRC) will be involved in the new programme. The DVA task group is taking this forward, across West Mercia.</i></p> <p>GB asked for more information on the programme as he was not aware of it, and ST agreed to follow up with him outside the meeting.</p> <p><u>Action Log</u></p> <p>Action No. 69 (25/01/2017) Ref. 7.1 CSE Strategic Group - Criminal Justice agencies (YJS/CRC/NPS) to discuss arrangements for representation on the CSE Strategic group. Ongoing – David Cookson to follow up on behalf of NPS and confirm arrangements for representation on the CSE strategic subgroup by the end of October.</p> <p>Action No. 75 (10/07/2017) Ref. 2.1 CP-IS – LR to request representation for the CP-IS task & finish group from Herefordshire Council, Wye Valley NHS Trust, Herefordshire CCG, Out of Hours contractors and GPs. Closed – task and finish group established, first meeting next week.</p> <p>Action No. 76 (10/07/2017) Ref. 3.1 Addaction Assurance Report - Review how many Addaction service users have children, and feed back to the Board via the business unit. - SH to write to public health to ask how they seek assurance from Addaction that children living with substance users are safeguarded Closed – Letter sent, SH to circulate reply to members.</p>	

	<p>Action No. 77 (10/07/2017) Ref. 4.1 Bishop Peter Ball case – SE to request assurance for the Board regarding the response to the Gibb Review by the Diocese. Ongoing – BJ to follow up with Mandy McPhee, Diocesan Safeguarding Adviser for the Church of England.</p> <p>Action No. 78 (10/07/2017) Ref. 5.1 Professional disagreements - Policy and Procedures, and Case Review subgroups to review the current procedure for ‘resolving professional differences’ (escalation) and determine whether the procedure needs revision. If so, to agree how this will be achieved (which could include it being incorporated in the neglect implementation plan). Ongoing – HF to update, BJ to follow up.</p> <p>Action No. 79 (10/07/2017) Ref. 7.1 Executive Report - Recommission Police report on sexual offences against children, for completion by and discussion at September Executive meeting and October Board meetings (HSCB and CSP). Ongoing – ST to follow up and update after the meeting. Scoping report to be provided to HSCB and CSP Boards.</p> <p>Action No. 80 (10/07/2017) Ref. 8.1 The business unit would work with the relevant subgroups to complete and implement the action plan - The findings of the audit would be shared in the following ways: Creation of ‘7 minute learning’ sheet (LB) Inclusion in practitioner forum (AC) Inclusion in Safeguarding Boards newsletter (LB) Ongoing – BJ to follow up.</p>	
3.	Serious safeguarding incidents	
	None	
4.	Delivering the HSCB Business Plan	
	<p><u>Executive Report (including update on Children with Disabilities)</u></p> <p>BJ presented the Executive Report to the Board, with updates on the following:</p> <ul style="list-style-type: none"> - Board priorities - Assurance reporting - Areas of risk - Reports from Sub Groups <p><u>Update on Children with Disabilities</u> The report included a section on “Potential data / performance information to help inform the HSCB in relation to safeguarding children with disabilities”, listing a number of possible measures, which were agreed at the last Executive Group meeting.</p>	

The update was noted. It was proposed to reconvene the Children with Disabilities group, to get the group's comments and feedback, as well as an assessment on a way forward, in the form of an interim report, with timescales. Once this has taken place, an interim report will be presented to the next meeting of the Executive Group (23 November). BJ agreed to follow up with this work.

The report contained three recommendations for the board as follows:

*The Board to note and comment on proposals for reporting and analysis in relation to children with disabilities - **AGREED***

*Board partners to note the proposal to seek information / evidence in relation to single agency safeguarding training. - **AGREED***

*Board partners to review practitioner involvement in child protection conference training - **AGREED***

Other items from the Executive Report

In the JCR subgroup update, the main issues covered were the difficulties and delays experienced with the recent PLR. The point was also made about lack of attendance at conference training (reproduced below):

“Recent child protection conference training by HSCB has been poorly attended yet the management of these meetings was central to the M case. HSCB members to be asked to ensure staff attend.”

4.1 Action (All) – Members to ensure that all appropriate staff within their agencies and departments attend child protection conference training.

At the last executive group meeting Cath Thomas presented the Annual Childrens Social Care QA Assurance report 2016/17 for discussion.

The report covered the following areas:

- Learning from compliments and complaints
- 2016/17 Audit programme
- Learning from audits and practice evaluations
- Learning from thematic audit work
- Responses to audit findings

It was felt by the executive members that this report was very useful, and consequently it was agreed to circulate the report to Board members with the minutes of this meeting.

Housing representative on HSCB

The lack of a representative from the housing sector on the board was discussed and it was agreed that this should be followed up by the Business Unit.

4.2 Action (BJ) – to follow up with Ann Sutcliffe - Director, Independence Trust (HSAB member) to discuss housing representation at future HSCB meetings.

4.3	<p><u>HSCB Annual Report</u> BJ presented the HSCB Annual Report, which was noted.</p> <p>Action (All) – To send any final comments and feedback on the Annual Report to the Business Unit by 16 October latest, prior to publication at the end of October.</p>	
5.	<p>Quality Assurance (QA) Subgroup report</p>	
	<p>LR presented the Quality Assurance (QA) Subgroup report for discussion, which included exception reporting from the overall performance dataset.</p> <p>The following next steps were included within the report for consideration by HSCB:</p> <ol style="list-style-type: none"> 1. HSCB members need to satisfy themselves that those contacts that were NFA'd were appropriately signposted and that other agency safeguarding leads either support the NFA or are escalating appropriately. 2. Agencies that have a high rate of NFA need to consider whether the HSCB Levels of Need documentation has been embedded across services. 3. There has been a staffing review within the Quality and Patient Safety Team within the CCG which has resulted in a potential vacant post within the MASH. The CCG are in the process of recruiting a band 6 post to fill this vacancy, discussions have taken place with both WVT and Public Health regarding the possibility of advertising a rolling secondment for a public health nurse (health visitor/school nurse). Should this be feasible this would enable the MASH skills and knowledge to be shared within these disciplines. 4. In the light of recent HSCB audit activity, the HSCB needs assurance that strategy discussions/meetings are now Working Together compliant (<i>NB this will be achieved via use of the MASH audit tool; a report will be presented to HSCB in April 2018</i>). 5. HSCB is securing the contributions of members to provide an independent commentary on the functioning of conferences 6. Further interrogation of children who are subject to a second and subsequent child protection plan needs to be undertaken in order to provide further reassurance and potential learning, reflecting on the significant reduction in CP plans during 16/17. 7. HSCB will need to closely monitor the outcome of the work being undertaken in relation to neglect strategy 8. The HSCB are asked to consider and agree the recommendations contained within the 2 audit reports and decide how the completions of recommendations are to be tracked. 9. The HSCB are asked to consider the proposal for the implementation of the regional Section 11 tool and agree same (<i>NB this was agreed in principle, subject to detailed proposals</i>). <p>All of the above next steps were AGREED.</p> <p>SS asked whether it would be possible to break down agency referrals relating to health, as there are high numbers listed as 'other primary health services'. AS pointed out that there are still high numbers of MASH referrals from Police that do not progress, and added that the MASH team is happy to receive visitors to observe how they work.</p>	

	<p>Higher conversion rates (75% to 80%) would be expected overall. It was also noted that as the Levels of Need document is in the middle of a refresh, it would be a good opportunity for awareness raising and training to be carried out.</p> <p>The report was noted.</p>	
6.	Early Help	
	<p><u>Early Help audit report</u></p> <p>LR presented the Quality Assurance (QA) Subgroup Early Help audit report for discussion.</p> <p>The following next steps and recommendations were included within the report for consideration by HSCB:</p> <p><i>Comments/next steps in italics, actions in bold</i></p> <p>Multi-agency</p> <p>Given the frequency with which the theme arises, urgent consideration should be given to the effectiveness of the resolution of professional disagreements policy.</p> <p><i>ROPD comes up time and time again. We need to increase awareness of what ROPD actually means, and ensure consistency of understanding and recording, as well as ensuring embedding and supervision. The issue is on the agenda for discussion at the next Policy & Procedures subgroup meeting on 31 October.</i></p> <p>Urgent attention should be given to the lack of support in Herefordshire for children who exhibit sexually harmful behaviour.</p> <p>6.1 Action – LR and AS to oversee development of a care pathway for children who exhibit sexually harmful behaviour.</p> <p>All agencies making telephone referrals to MASH should ensure that they follow up with the submission of a MARF.</p> <p><i>The importance of this was stressed. The development of an online MARF is in progress, and is due to be completed in early 2018.</i></p> <p>Information about a ‘no names’ consultation with Women’s Aid should be communicated via the Board, upon the provision of publicity material by Women’s Aid.</p> <p>6.2 Action – SC to provide information on the service to EH to be uploaded to the HSCB website and sent to Board members and communications contacts for circulation.</p> <p>Police and children’s services</p> <p>Police and children’s services should consider and implement a process of informing the police when cases are closed / stepped down from level 4 and police should consider a process for recording this information.</p> <p><i>This recommendation was accepted, with the police and children’s services to agree how to take forward.</i></p> <p>Police and children’s services should explore together the thresholds being applied in determining s47 investigations and whether they are joint or single agency led.</p> <p><i>Clear rationale needed about which agency is leading and why; noted that the audit finding may have been anomalous.</i></p>	

6.3	<p>Children's services</p> <p>An audit should be undertaken to ascertain in more detail the evidence of this audit, exploring practice compliance in relation to strategy discussions and strategy meetings, s47 investigations, the completion of child and family assessments where a s47 investigation has taken place and the effectiveness of the 'child in need' process which leads to CAF step down. <i>This will be covered in the ongoing MASH audits.</i></p> <p>Children's services should consider revising the recording of CAF step downs on Mosaic, to provide clarity about the offer and acceptance of a CAF by the family, and the identification of the lead professional. <i>Noted that the lead professional is not always clearly identified.</i></p> <p><u>Early Help scorecard</u></p> <p>The early help scorecard was discussed. Members felt that 'CAF closed by reason' and 'Length of time open at point of closure' were notable. It was agreed that NT would be asked to follow up with some qualitative / narrative information for future scorecards which would add value to the figures.</p> <p>Action: QA subgroup and Early Help Manager to consider how the early help analysis can be improved and developed.</p> <p><u>Early Help update report</u></p> <p>CB gave an overview of the Early Help update report produced by NT, and the report was noted. It was agreed that NT would be asked to provide an update report at the March 2018 Board meeting.</p>	
7.	<p>CSE</p>	
	<p><u>CSE audit report</u></p> <p>LR presented the Quality Assurance (QA) Subgroup CSE audit report for discussion.</p> <p>A number of recommendations for partner agencies were included within the report for consideration by HSCB:</p> <p>Multi-agency: <i>Develop a multi-agency policy to ensure an effective response to emerging risks of social media.</i></p> <p><i>Ensure all missing and found notifications, including out of county, are communicated and action taken to complete return interviews.</i></p> <p><i>Develop a protocol with EDT whereby missing and found notifications are requested from the host Local Authority.</i></p> <p><i>Placements team to create closer links with Prevent and Disrupt Group and consideration given to a representative from the fostering and placements team to sit on group and ensure information is fed back to operational teams.</i></p> <p><i>Due to inconsistencies in the response to CSE risk management and</i></p>	

understanding of protocols identified in the audits, mandatory training is recommended.

Children's Social care:

Proactive engagement of foster carers/placements and Social workers is required to ensure that risks, including social media, are identified at the earliest opportunity and return interviews completed so that our young people placed out of county are not at a disadvantage compared to those placed in local area.

Protocol with placements team to be drawn up around CSE checks. Checklist to be introduced to screen risk of CSE.

Consideration is given to subject matter being discussed and the number of professionals in attendance at meetings where the child is present.

Consultation and feedback of young people with regard to their experience of risk management processes and safety planning to be strengthened and inform future format of meetings.

Consider use of something similar to "laminated" for professionals to refer to during meetings.

Formalise the sharing of media announcements with a wider audience including the children / young people.

West Mercia Police:

A guidance document is required to support understanding of legislation around the age of consent and harbouring.

Further collaborative links need to be made with other Police forces to strengthen information sharing resources where these concern perpetrators and victims of CSE.

These were noted.

Specific recommendations were also made for the Board:

Board to support development of West Midlands regional protocol.

HSCB website to promote the use of Prevent and Disrupt Group including referral pathways and guidance regarding use of intelligence form for practitioners concerned about a child.

Board to support development of regional and national protocols around CSE checks prior to placement of a child/young person.

Business unit to encourage future audit authors to include the voice of the child / young person directly if possible.

All of the above recommendations were **AGREED**. It was noted that some of the work is already ongoing.

7.1	<p>With regard to the second ‘multi agency’ recommendation around ‘missing return interviews’ AS noted that Herefordshire Council staff always conduct these interviews but there is no reciprocal arrangement in place.</p> <p>With regard to the second ‘HSCB’ recommendation around the ‘Prevent and Disrupt Group,’ EH noted he had already put some information on the work of the group and contact details onto the CSE and Missing page of the HSCB site, but as the group was outside the scope of the Board, guidance from the group would be helpful on what they wanted on the HSCB site.</p> <p>Action - CSE Subgroup to review the audit recommendations on behalf of the Board, agree what is reasonable / not reasonable, and what is already underway, in order to refine the recommendations. The subgroup should engage with relevant staff to review the current position and report back to the next Executive meeting once all of the work has been completed.</p>	
7.2	<p>Action – Prevent and Disrupt group to review their information on the HSCB site and feedback any additions or amendments to EH.</p>	
	<p><u>CSE scorecard</u></p>	
	<p>The CSE scorecard was discussed. It was noted that ‘Reason for missing’ data is new, so it is the first time that this had been seen in this way and its inclusion was welcomed.</p>	
	<p>Members were asked if there was anything that could be added which would make the scorecard more useful and it was felt that it would be helpful to ask the following three questions:</p>	
	<p>What do we know about where referrals come from?</p>	
	<p>Is the risk diminishing for individuals?</p>	
	<p>How well is the CSE pre-checklist being used?</p>	
8.	<p>Neglect</p>	
8.1	<p><u>Neglect & GCP2 Update</u></p> <p>HF presented the Neglect & GCP2 update report, informing members that so far 20 members of staff had been trained in use of GCP2 (train the trainer), and that there had been a very positive response from those trained.</p> <p>It was noted that the Workforce Development subgroup will pick up the evaluations for this training.</p> <p>Action – Board members to think about which staff within their agency/department are to be trained in GCP2 when the training of practitioners begins, including who should be trained first.</p>	

	<p><u>NSPCC Presentation on GCP2</u></p> <p>Dawn Hodson from NSPCC gave an informative presentation on GCP2, to board members and senior managers who attended for this item.</p> <p>In addition to the presentation, a GCP2 information sheet for professionals will be uploaded to the HSCB website along with the minutes of this meeting.</p>	
9.	Information Items	
	<p><u>Memorandum of Understanding between the Local Family Justice Board and HSCB</u></p> <p>SH presented the proposed memorandum of understanding between the LFJB and the board, and it was agreed for adoption by the Board.</p> <p><u>HSAB Annual Report</u></p> <p>The HSAB annual report was noted.</p>	
10.	Any Other Business	
10.1	<p><u>Peer Review report</u></p> <p>It was agreed that the report from June's casework peer review would be sent to the Business Unit to be uploaded to the HSCB website along with the minutes of this meeting.</p> <p><u>MOSAIC access for Children's Centre staff</u></p> <p>ME raised an issue that she had been made aware of where staff at Children's Centres were having difficulty accessing the MOSIAC system to record what work had been done with families as their access to the system had been withdrawn, and access via social workers was not possible in all cases.</p> <p>AS and CB noted that MOSAIC access is being reviewed, hence the withdrawal, but access must be via the social worker for the case. If they do not respond then try again until a response is received.</p> <p>Action – CB/ AS to follow up with the project leader who is overseeing the implementation of the revised MOSAIC access arrangements, to ensure there are no unintended consequences arising from withdrawal of access to the system by key groups of staff.</p>	
	<p>Meeting closed at 12.35</p> <p>Date of next Board meeting: 15 January 2018</p> <p>9.30am to 12.30pm Bromyard and Sutton Rooms Plough Lane Offices</p>	